



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
www.grafton-ma.gov

Grafton Town House Oversight Committee

**MINUTES
REGULAR MEETING
Conference Room B, Municipal Center
October 5, 2015
7:00 pm**

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Member Attendees: John Marro, John Morgan, Brook Padgett, Paul Scarlett, Dave Therrien and Bill Yeomans

Non-Member Attendees – Andy Deschenes, Tim McNerney

1. **Call to Order** – Mr. Morgan called the meeting to order at 7:05.
2. **Committee Business**
 - ♦ Acceptance of the minutes from the following meeting:
 - September 14, 2015 – Mr. Marro motioned to accept the minutes as submitted, Mr. Yeomans seconded and the motion passed unanimously.
3. **Old Business**
 - ♦ Town House Preservation Project
 - Comprehensive Accessibility and Assembly Phase - Construction Update
 - Mr. Deschenes advised work is ahead of schedule although there are areas that are not moving along as fast as he would like (window and siding installation and finishing up the work in the Historical Society Annex). He is applying pressure for the pace of this work to be accelerated. He also pointed out that there is no concern with completing the project on time and that they are actually still ahead of schedule overall.
 - Discussion on Add Alternates – Mr. Yeomans discussed the landscaping and sprinkler add alternates, which he initially had suggested should be pursued this fall based on the small amount of contingency funds that have needed to be used; however, a structural issue has arisen that will require use of a chunk of those funds and while there is still an expectation for ample funds being available to complete the add alternates, he recommends it is better to wait until the

**The Grafton Town House Oversight Committee reserves the right to take agenda items out of order.*

spring when we will definitively know how much is available.
Consensus of those in attendance was in agreement with this.

- Decorative Vent – Mr. Scarlett brought up the subject of a decorative vent to be installed at the top section of the elevator shaft where it rises above the roofline. This had been discussed during preliminary design work but a decision was never made and final plans did not include this design element. Cost for this will be less than \$500 and would complement the historic round window being installed above the rear entrance. Mr. Yeomans motioned to proceed with installation of the decorative vent, Mr. Padgett seconded and the vote passed 3-2 with Mr. Yeomans, Mr. Padgett and Mr. Scarlett voting in the affirmative, Mr. Marro and Mr. Therrien voting in opposition and Mr. Morgan abstaining.

- Completion Phase Status Update

- Design Documents and Construction Ready Specs Update – Mr. Dixon is still working on the plans and will want to meet with the committee to review them in the near future. ATA is having a fundraising event and will be providing tours of the building. The event is being held at the Congregational Church from 5-7. All committee members are encouraged to attend.
- ◆ Tenant Meeting (Common Maintenance Expenses) – Status Update – Nothing really finalized. Mr. McInerney to review expenses further to determine appropriateness as a common maintenance expense versus a capital expense.
- ◆ Boulevard Road Update – All signage is in place along with the town's portable CEVM board to bring attention to the change to one way. Police will be present for first week of implementation to ensure compliance. Monitoring will be done at random thereafter

4. New Business

- ◆ Portico Roof/Gutter Damage – Tim is working with MOCC to get this repaired.
- ◆ Portico Signage – Mr. Yeomans discussed the placement of a sign at the center of the portico (where John Marro architects sign is currently located). Sign would say Old Grafton Town House in a style that complements the existing signage. Mr. Scarlett pointed out there was such a sign in this location in the past, so there is an historical precedence for bringing it back, Mr. Yeomans pointed out that Suburban Staffing has two signs currently although they only rent a single space. They would need to be requested to give up one sign and Mr. Marro would need to agree to move his sign over to that spot. No vote was taken, but the consensus opinion of those in attendance was that this should be pursued further.

5. Adjournment

- ◆ Mr. Scarlett motioned to adjourn at 8:10, Mr. Morgan seconded and the vote passed unanimously.